

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Career Education

P.O. Box 480, Jefferson City, Missouri 65102-0480

Request for Grant Award

<b>RFGA:</b>	Project Lead The Way Implementation Grant Award
<b>ID CODE:</b>	60.440TEPLTW/07
<b>ELIGIBLE ENTITIES:</b>	Missouri public school districts operating Technology Education program(s) in grades 9-12 that wish to implement Project Lead the Way (PLTW).
<b>GOAL:</b>	The purpose of the Project Lead The Way Implementation Grant Award Program is to support the implementation of Project Lead The Way (PLTW) programs at the local level.
<b>RATIONALE:</b>	PLTW is a sequence of courses, combined with traditional college-preparatory mathematics and science courses. It introduces students to the scope, rigor, and discipline of engineering prior to their postsecondary experiences. The program merges academic theory with skills application, critical thinking, and problem solving resulting in high student performance. Schools also benefit from the creation of partnerships with industry and other Missouri schools to prepare students to be successful in engineering and engineering technology programs.
<b>APPLICATION GUIDELINES:</b>	<p>To be eligible for a PLTW Implementation Grant, the Local Education Agency (LEA) should review PLTW program guidelines (located at the PLTW Website: <a href="http://www.pltw.org/aindex.htm">http://www.pltw.org/aindex.htm</a>) and complete the required documentation. Copies of all PLTW application documentation must be attached to the RFGA, including, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• A completed and signed RFGA cover page</li><li>• A budget narrative that indicates how the grant funds will be used to support only the three-(3) PLTW foundation courses. (Program cost estimates are available on the PLTW Website: <a href="http://www.pltw.org/costest.shtml">http://www.pltw.org/costest.shtml</a>)</li><li>• A detailed budget sheet</li><li>• A signed FV-4</li><li>• The Assurances signed by the chief administrator</li><li>• The Technology Education PLTW Evaluation Form</li></ul> <p>Allowable expenditures eligible for reimbursement include:</p> <ul style="list-style-type: none"><li>• Laboratory equipment necessary for PLTW instruction</li><li>• Computers and/or computer upgrades</li><li>• Computer software required by PLTW</li><li>• Laptop computer for the instructor</li><li>• Travel expenses and registration fees for district counselors to attend the required PLTW Counselors Conference</li><li>• Travel expenses and registration fees for district teachers to attend the required PLTW Summer Teacher Institute(s)</li></ul> <p>Reimbursable travel expenditures are limited to actual, documented expenses of district counselors and teachers who are directly participating in the PLTW program for conference and/or workshop attendance, subject to the following:</p>

- Reimbursement of travel and attendance expenses will adhere to local school district policies. Matching funds may be available from the local district's Professional Development Committee (PDC) and/or other funding sources.
- Approvable expenditures include reasonable and necessary expenses (meals, lodging, travel, and meeting registration fees) for workshops, conferences, and training institutes.
- Mileage reimbursement will be limited to a maximum of 41.5 cents per mile.

Applications that do not meet the minimum criteria will not be reviewed. In addition, applicants must honor the minimum criteria to be eligible for future PLTW funds.

Please note: All Technology Education Programs are encouraged to apply with the understanding that established PLTW programs funded in Fiscal Year 2006 will be continued if applicants meet the criteria under the Request for Grant Award. Priority will be given to:

- LEAs that received a grant in Fiscal Year 2006 and are planning to continue the implementation of PLTW courses within the district
- Consortia with an area career center or community college
- LEAs that have not received funding for PLTW

**DUE DATE:**

Requests must be received no later than 4:00 p.m. on March 31, 2006. Requests shall include two-(2) complete copies of the following: RFGA cover page, PLTW School District Assurance, name of Primary PLTW school district contact person with contact information, budget narrative, budget sheet, and signed FV-4s mailed to:

Deborah Landon  
Department of Elementary and Secondary Education  
Division of Career Education  
P.O. Box 480  
205 Jefferson St.  
Jefferson City, Missouri 65102-0480  
(VOICE) 573.751.2584 (FAX) 573.526.4261

**DELIVERABLES:**

Grant recipients must forward the following to the department:

1. January 7, 2007: A mid-year progress report which provides an update of the progress toward accomplishing the goals, objectives, and activities specified in the approved grant request.
2. May 1, 2007: A final reimbursement claim on a *Reimbursement Request for Approved Career Education Expenditures* (FV-2) form, accompanied by: 1) outside vendor invoices, check numbers, and itemized equipment lists used for inventory and 2) copies of canceled checks used to reimburse teachers and counselors for travel expenditures.
3. May 15, 2007: A final report which provides a description of the entire project accomplishments relating to the project goals, objectives, and activities specified in the grant request.

There are no predetermined priority levels for the PLTW Implementation Grant. Awards will be based on objective assessments of the above criteria with no limitations as to the number of grants or dollar amounts received from past grants.

**AMOUNT:**

The Department intends to reimburse actual, documented, and allowable expenses for the three-(3) foundation PLTW courses as outlined in the PLTW Implementation Request for Grant Award as follows:

Year of PLTW Implementation	DESE Reimbursement	District Match
One (1)	50%	50%
Two (2)	50%	50%
Three (3)	25%	75%

The Department will determine the number and proportion of grants to be awarded. The number of grants to be awarded will be based upon the amount of funds appropriated by the General Assembly.

**PERTINENT PROJECT DATES FOR FISCAL YEAR 2007**

**GRANT PERIOD**

July 1, 2006 through June 30, 2007	
March 31, 2006	Due date for submitting project request
June 1, 2006	Project approval date (estimated)
August 3, 2006	Final submission of the <i>Authorization of Career Expenditures</i> (FV-4 form)
October 1, 2006	Due date for approval of instructional material and/or equipment
May 1, 2007	<i>Reimbursement Request for Approved Career Education Expenditures</i> (FV-2 form) to be postmarked by this date
May 15, 2007	Final Evaluation Report to include evidence of strategic planning for integration and/or articulation of Technology Education for grades K-12
July 24-26, 2007	POSTSERVICE: Missouri ACTE Summer Conference in Springfield, Missouri



STATE OF MISSOURI

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

REQUEST FOR GRANT AWARD



**RFGA: Technology Education Grant Award Program**

**ID Code: 60.440TEPLTW/07**

**ISSUE DATE: January 6, 2006**

**CONTACT PERSON: Deborah Landon**

**PHONE NUMBER: 573-751-2584**

**RETURN RFGA NO LATER THAN: 4:00 p.m. on March 31, 2006**

**SPECIFIC MAILING INSTRUCTIONS:** Print or type RFGA Number and Return Due Date on the lower left-hand corner of the envelope or package.

**RETURN PROPOSAL TO:**

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

**Division of Career Education  
Deborah Landon, Industrial Education Section  
205 Jefferson Street, P.O. Box 480  
Jefferson City, MO 65102-0480**

**GRANT PERIOD: July 1, 2006 through June 30, 2007**

**PLTW Teacher/Project Director**

**SIGNATURE REQUIRED**

<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>
<b>PRINTED NAME</b>	<b>TITLE</b>
<b>SCHOOL NAME</b>	
<b>SCHOOL MAILING ADDRESS</b>	
<b>SCHOOL PHONE NO.</b>	<b>SCHOOL FAX NO.</b>
<b>E-MAIL ADDRESS</b>	

**AMOUNT OF STATE FUNDS REQUESTED**

**TOTAL GRANT AMOUNT**

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Career Education

P.O. Box 480

Jefferson City, Missouri 65102-0480

**Assurances for  
PLTW Implementation Grant Award**

\_\_\_\_\_  
County      District      Building Codes

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

The applicant assumes that if funds are made available through the PLTW Implementation Grant Award Program that:

1. Fiscal and property management control and fund accounting procedures are in place and operational.
2. Funds from local sources will be allocated and expended for instructional equipment for Technology Education programs as described in the grant proposal in an amount equal to or greater than fifty percent (50%) for the first year; fifty percent (50%) for the second year; and seventy-five percent (75%) for the third year of the grant expenditure for the purpose of implementation of the three (3) PLTW foundation courses, providing all expectations are met.
3. The grant recipient will fund from local sources any additional expenditure for the purposes of professional development other than those specified.
4. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
5. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
6. Prior to the close of the fiscal year of the grant award, a plan will be developed with the assistance of the prescribed partnership team/advisory committee to ensure that graduates proceed to a college or a high-wage job with workplace skill development opportunities (*applies only to local education agencies that have not previously received PLTW Implementation grant funds*).
7. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high-wage job with workplace skill development opportunities and any modifications to the initial plan.
8. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
9. All grant funds must be incurred and expended prior to March 31, 2007.
10. The grant recipient will provide evidence of an affiliated Technology Student Association (TSA) chapter or another Career and Technical Student Organization.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ \_\_\_\_\_

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrator

## TECHNOLOGY EDUCATION PLTW EVALUATION FORM

**Minimum Criteria** — PLTW awardees should complete and submit this response form with the Technology Education Grant PLTW Application. Please describe your readiness level by responding to the following:

1. Does the school have an available computer lab for PLTW? ☐ Yes ☐ No

- a. How many stations are equipped with Pentium 4 3.2 GHz computers able to run Windows XP Pro? (with access to meet the demands of the PLTW Curriculum)

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- b. Provide the name and address of the school(s) where the PLTW program will be offered:

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2. How many qualified teachers with sufficient knowledge of Algebra I and II, Geometry, Trigonometry and Physical Sciences will participate in the training institute and teach the curriculum?

- a. List the names of the teachers, their current certification area(s), and the PLTW course:

Teacher's Name	Certification Area	PLTW Course
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

3. Is the awardee committed to implementing all five PLTW courses over a four-year period? ☐ Yes ☐ No

4. Is the awardee committed to completing the PLTW College Certification process by the end of the second year of the LEA's participation in the PLTW Program? ☐ Yes ☐ No

5. Does the awardee agree to use the PLTW end-of-course assessments? ☐ Yes ☐ No

6. Please describe the reasonable measures the awardee will follow to ensure that there is progress by each of the PLTW students throughout the student's participation in the program.

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- a. Will the awardee conduct annual graduate follow-up surveys and participate in the program's systemic evaluation process? ☐ Yes ☐ No

7. Will the awardee commit to the terms of the PLTW School District Agreement? ☐ Yes ☐ No

8. Does the awardee fully understand that PLTW is a Career Education approved program? ☐ Yes ☐ No

9. Will the awardee commit to affiliating a TSA Chapter or another Career and Technical Student Organization per building prior to or during the grant year? ☐ Yes ☐ No

**NOTE: For multiple buildings within a district, complete one per building.**